

# **City of Cincinnati Police Recruit Selection Process**

In the increasingly complex environment in which sworn police personnel work, the assessment, selection, training and probationary period is critical for the Police Department to succeed.

The following information provides more specific data about our entry-level recruiting, screening, and selection process.

Our goal is to attract and recruit a high quality, diverse group of candidates who will succeed at training and on the job as Cincinnati Police Officers. The Police Department puts forth considerable time, effort, and expense recruiting candidates. They maintain a full-time, year-round recruiting staff. We strive to attract highly motivated and qualified applicants.

The testing process is simply a measurement tool designed to predict a candidate's suitability, trainability, and potential for success in police work. As with most cities, police recruits are selected based on a series of screening devices. The components include:

- 1) a written, cognitive test
- 2) a physical ability test
- 3) a background investigation including polygraph and in-home interview
- 4) a behavior assessment
- 5) if offered employment, a complete medical exam including drug screen

It is important to remember that all phases of the selection process are reviewed and approved by the City of Cincinnati Civil Service Commission. Additionally, candidates have appeal rights to the Civil Service Commission if they feel that they have not been treated in a fair and equitable manner during the selection process.

After completing all phases of the selection process, candidates are placed on a civil service eligibility list. The Police Chief considers all information gathered during the selection process and makes final selections from the eligible list. Candidates then receive a tentative offer of employment pending results of a medical exam.

This Information Guide is being distributed to help you prepare for the upcoming Police Recruit Selection Process. Please note the changes in multiple application sites as well as a choice of test dates. These changes have been made to make the selection process more accessible and convenient to applicants. The physical ability test has also been updated. **Please read this booklet thoroughly and completely.** Hopefully it will answer many of your questions.

This booklet contains:

- An Overview of the Police Recruit Process
- Tips on studying for written test
- A copy of the physical ability test
- Disqualification Criteria
- Information on Veteran's Preference

# **POLICE RECRUIT PROCESS INFORMATION**

Please read all of this information section carefully. Many of the questions you have will be answered here.

## **STEPS IN THE POLICE RECRUIT PROCESS**

- 1) **Written Cognitive Exam-** This exam is designed to test those knowledges, skills and abilities that are predictive of successful completion of the Police Academy, state certification and successful performance as a Cincinnati Police Officer. It is designed for entry-level candidates and requires no prior law enforcement experience. Candidates receive a percent score based on the number of correct responses.

You are allotted 2 hours to take the exam. You must bring your exam entry card and driver's license or valid state picture I.D. to the exam as positive identification. You will not be admitted without these items.

Answer sheets will be computer graded and applicants will be notified of the results by mail approximately four (4) weeks after the examination. **Individual grades will not be given out by telephone.** Top scorers on the test will move on to the physical ability test.

Please see pages 4-11 of this study guide to help you prepare for the written cognitive exam.

- 2) **Physical Fitness Test Battery-**The next component in the selection process is the physical fitness test battery. Please find information about the physical ability test on pages 12 & 13 of this booklet. It is in your best interest to begin preparing yourself for the physical fitness test battery as early as possible. Approximately 800 candidates will be scheduled for the physical fitness test battery. The physical fitness test will be held approximately two months after the final written exam date.

**The physical fitness test component will consist of a one-minute sit-up test module, a one-minute push-up module, and a .5-mile run module.** This test component will be pass/fail. An applicant must complete 15 sit-ups in one minute, 15 push-ups in one minute and run .5 mile in five minutes or less to pass the physical fitness test component. Any applicant failing to meet the standard (cut point) set for any particular module will be eliminated from the remainder of the testing and/or hiring process.

- 3) **Background Investigation** – Top scorers who have successfully completed all previous portions of the Police Recruit testing will be scheduled for a background investigation that includes a polygraph examination and official review of Personal History Questionnaires, Parts I and II. Additionally, a review and verification of all information gathered during the selection process will be done at an in-home interview. The investigator will also check your personal references, your criminal history, your employment record and other background information.
- 4) **Selection Review Committee** – After completion of the background investigation, a Selection Review Committee will evaluate candidates remaining in the process. Candidates will be evaluated from the information gathered from the background investigation including the polygraph. This information will be used to aid in the selection/rejection of Police Recruit candidates.

Any candidate rejected as a result of information obtained through the Background Investigation and/or polygraph examination will have the right to appeal that decision to the City of Cincinnati's independent Civil Service Commission

- 5) **Behavior Assessment** – Candidates who have successfully completed all previous components will be scheduled for the behavior assessment to determine suitability for a career in policing.
- 6) **Eligible List**- After successfully completing all steps in the selection process, candidates will be placed on a Civil Service eligible list. The Police Department will choose the recruit class from that eligible list after reviewing complete and accurate information from the selection process that has been verified by the candidate. It is important to remember that successful completion of the selection process **does not guarantee** a position. Those candidates who are chosen for the class are offered employment contingent on passing a thorough medical examination.

Based on the goals of the Federal Court Consent Decree for the Cincinnati Police Department, it is anticipated that the recruit class will be 34% black and 23% female.

### **ADDITIONAL PROCESS INFORMATION**

If you are scheduled for any portion of the process, it is your responsibility to appear at the scheduled time, date, and place. Please be prompt for all your appointments. Failure to appear will be considered as voluntary withdrawal.

**No Weapons**-Weapons are not permitted to be carried during any stage of the selection process regardless of the fact that you may be legally authorized to carry such a weapon. Please do not appear at any testing venue wearing any type of firearm or weapon.

**Length of Process**-The time period between the first exam date and the release of the eligible list can be as long as 12 months.

**Future Application Rights**- You have the right to apply for any and all future Police Recruit processes if, for whatever reason, you are not placed on or chosen from the eligible list resulting from this process. This right is granted even if you withdraw or are rejected from the current process.

You must keep the Civil Service Commission (513/352-2414) **and** the Police Recruiting Section (513/352-2971) informed of changes to your **address and telephone number**.

Also contained in this information guide is a copy of the current physical ability test, a detailed description of the official Disqualification Criteria and complete information relative to Veteran's Preference.

**ANY AND ALL INFORMATION GATHERED DURING THIS SELECTION PROCESS IS USED TO MAKE EMPLOYMENT DECISIONS. ALL INFORMATION GATHERED MAY BE SUBJECT TO PUBLIC DISCLOSURE UNDER THE OHIO FREEDOM OF INFORMATION LAW. THIS INCLUDES THE POLYGRAPH, BACKGROUND INVESTIGATION RESULTS AND BEHAVIOR ASSESSMENT.**

# **MULTIPLE CHOICE EXAMINATION**

The questions do not require specific police or law enforcement knowledge, but rather are designed to test the knowledges, skills and abilities that are predictive of successful completion of the Police Recruit training and successful performance as Police Officers for the City of Cincinnati.

The areas that will be covered are as follows:

- **Human relations**
- **Dealing effectively with a diverse group of people**
- **Oral and written communication including word usage, spelling and grammar**
- **Reading comprehension**
- **Basic math (addition, subtraction, multiplication and division)**
- **Evaluating situations/decision-making**
- **Following directions**
- **Reasoning**
- **Observation and memory**

There will be approximately 150 Multiple Choice and/or True/False questions. There may be additional written testing if deemed necessary. Though most of the questions will relate to police situations, no prior knowledge of law or law enforcement is needed.

## **GENERAL MULTIPLE-CHOICE TEST-TAKING STRATEGIES**

The purpose of a multiple-choice exam is to assess your knowledge, skills and abilities in the above areas. Unfortunately, factors other than your knowledge of the tested material can sometimes influence your performance. The following suggestions should help you to reduce these extraneous influences and do your best on the multiple-choice examination.

### ***Make sure you understand the test format and requirements.***

Read all of the directions carefully.

Know how to correctly mark the answer sheet.

Know how much time you have to complete the examination. As you take the examination, check your watch periodically so that you can keep track of the amount of time remaining in the examination period.

### ***Make sure you understand the question.***

**Read each question carefully.**

Try to answer the question before you look at the choices. If you know the answer, compare it to the available choices and pick the closest alternative. A thorough knowledge of the tested material will allow you to answer the questions without looking at the answer choices.

**Mark the test questions in a way that makes them read more easily.**

Use slash marks to break down sentences into small segments. This will make you more attentive to each separate idea in a long sentence.

Circle key words that tell what a sentence or passage is all about. If you skip the question and come back to it later, your markings can make it easier to remember what the question was about, without reading the full question or passage again.

**Find and underline words that “harden” or “soften” statements.**

Words such as all, never, none and every harden a sentence by indicating there are no exceptions. As a rule, alternatives with these words have a lesser chance of being correct.

Words such as sometimes, may, generally and possibly soften a statement and leave more room for the alternative to be correct.

AND means that one element of the alternative must be present or true in addition to another for the alternative to be correct.

OR means there is a choice of situations. Only one of the elements of the alternative must be present or true for it to be a correct alternative.

***Proceed through the questions methodically.***

**Answer easy questions first.**

When you go through each question on the exam, answer the easy questions first and leave the difficult ones until you’ve answered all of the questions that you are sure of. This will prevent you from spending too much time on any one question and ensures that you have the time to respond to and receive credit for every question that you can answer correctly. Whenever you do skip a question, be sure to identify it as skipped in your test booklet and don’t forget to come back to it.

Don’t be afraid to go with the first answer that comes to your mind. You can change it later but often first guesses are correct.

Tackle difficult questions methodically.

Don’t get bogged down if there is a word or sentence you do not understand. You may get the main idea without knowing the individual word or the individual sentence.

Use the process of elimination. If you don’t know the answer, first eliminate those choices that are clearly wrong. Then, put a mark next to each remaining choice to indicate what you think about it (e.g., bad, good, or possible). This will save you time by reducing the number of answers you have to re-read and re-evaluate before making your final choice.

### ***Guess.***

There is no penalty for guessing incorrect answers on this examination, so even if you must guess, answer every question. If the exam period is about to end and you believe there will be a substantial number of questions (e.g., more than 5 or 10) that you will not be able to complete, reserve some time (e.g., 60 seconds) toward the very end of the exam period to answer these questions, even if you must guess. While your guesses may not be correct, the alternative is to leave these questions blank and be assured of getting them wrong.

### ***Use extra time wisely.***

If you finish the examination before time is called, go back and review your responses. Make any changes that are necessary. Also make sure that you have placed your answers on the answer sheet correctly.

Remember, the Test Monitors are there to help every candidate. If you have any questions, ask for assistance before the examination begins.

## **ERROR ANALYSIS**

There are several possible reasons for choosing an incorrect response to a question. Five of these reasons are presented below along with suggestions for avoiding such errors. Consider past tests that you have taken and identify the errors, from among the five provided here, that tend to characterize your test-taking behavior. Once you have identified the reasons for your errors, you can take steps to avoid repeating such errors when answering questions on this and future exams.

### **Reasons for Choosing Incorrect Answers**

- 1. *Marking the wrong space on the answer sheet*** – Since there is a limited number of questions on the exam, careless errors such as these are costly. Check yourself as you mark each answer choice on the answer sheet to ensure you are marking the answer you have chosen. As an additional check, after you complete the exam, go back over every question and answer again.
- 2. *Misreading a question or answer by overlooking a key word or phrase*** – The solution to this problem is underlining. Underlining makes key words and phrases stand out when choosing an answer. Once you have underlined the key words and phrases, check the details of the possible answers with the details you underlined, one by one. If every detail doesn't match, consider that answer suspect and try another, always keeping in mind that you're looking for the best possible answer.
- 3. *Not knowing the meaning of one or more key terms*** – This could be a problem in preparation or vocabulary. When taking the exam, if you have difficulty with a term, re-read the sentences to determine its meaning without worrying about the meaning of a particular word. Try to understand the general message of the sentence or paragraph. The meaning of the unfamiliar word should become clearer once you understand the general context within which it has been placed.
- 4. *Difficulty understanding complex or difficult questions*** – Divide and conquer! Use slash marks to break up the material into small segments, then concentrate on one segment at a time. When you do go back to difficult questions, first read the possible answers before reading the question. This tells you what to concentrate on

while reading the question. Concentrate on the parts of the question directly related to the possible answers even if you do not understand the entire question. You may not need to understand the entire question to find the correct answer. Also, focus on the topic sentences which are usually the first and last sentences of a question. Read the difficult questions twice. The first time, read for the general meaning and do not get bogged down by individual words or phrases you do not understand. The second time, read for more precise understanding. The first reading will provide the context so that the second reading is easier and provides more information.

**5. Comparing combinations of information** – This is a problem of re-arranging information in the correct way so that it makes sense. Underline critical pieces of information with the possible answer, point-by-point. Also, concentrate on eliminating the wrong answers first.

Several factors can cause you to fall for incorrect answers:

- a) An incorrect answer may contain an exact phrase from the question.
- b) An incorrect answer may contain a phrase or sentence that is used out of context. For example, an idea which is expressed but then rejected in the question may be presented as an idea that was supported in the question.
- c) An incorrect answer may overstate what the question has stated. For example, if the question says, “Some officers.....”, the incorrect answer may say, “All officers.....”.

Some strategies for avoiding the tendency to fall for incorrect answers include:

- a) Having an answer in mind before you look over the alternatives. This will make you less susceptible to choosing an answer that looks good.
- b) Using the method of marking each alternative to indicate what you think about it (e.g., bad, good, or possible) before choosing one.
- c) Sticking strictly to the facts or rules of a question. Don’t fall for answers that stretch or exaggerate the facts or rules described in the best question itself. This is the time to watch out for words that harden or soften a phrase such as only, never, always, whenever, and all.
- d) Being aware of answers with words or phrases taken exactly from the question material. Don’t simply assume that such answers are correct.
- e) Preparing a defense for your answer choice. Find something in the test question that will give a strong, direct defense for your choice.

The test will be computer scored. Therefore, it is important to follow the instructions below to insure your answers are read correctly.

- \* **Use only the No. 2 pencil provided.**
- \* **Make heavy black marks that completely fill the circle.**
- \* **Erase completely any marks you wish to change.**
- \* **Make no stray marks on the answer sheet. You may do any figuring in the test booklet as no other scratch paper is provided. However, all answers must be put on the blue answer sheet provided. Calculators are not permitted.**
- \* **Be sure that you blacken only one circle for each question. If you blacken more than one circle, it will be counted as incorrect, even if one of the answers is correct. (See next page for examples.)**

## **EXAMPLES:**

- |   |   |   |   |                         |
|---|---|---|---|-------------------------|
| A | B | C | D |                         |
| ● | ○ | ○ | ○ | <u>A</u> is the answer. |
| A | B | C | D |                         |
| ○ | ○ | ○ | ● | <u>D</u> is the answer. |

## **Sample Questions**

The following test questions are samples of the types of questions that may be used on the exam. They are not actual test questions that will be used.

1. There are rules for proper behavior at work just as there are rules of behavior at home and at social events. The foundation of proper behavior is:
  - A. A cheerful outlook.
  - B. Keeping personal problems at home.
  - \* C. Respect for others.
  - D. Positive attitude.
2. In dealing with the public, it is helpful to know that generally most people are willing to do that for which they:
  - A. Cannot be held personally responsible.
  - \* B. Understand the reasons.
  - C. Will have some assistance in getting done.
  - D. Will be able to learn something new.
3. You answer a call from a person who is complaining about rats in an alley. This complaint is not the Police Department's responsibility, but you know where the caller could get assistance. You should:
  - A. Say politely that the Police Department does not handle those complaints and then hang up.
  - \* B. Refer the caller to the proper department.
  - C. Encourage the caller to try to take care of the problem without outside assistance.
  - D. Refer the matter to your supervisor.
4. At the Police Academy, you receive a lower grade from your instructor than you feel you deserve. You should:
  - A. Insist that he change your grade.
  - \* B. Ask the instructor for an explanation.
  - C. Ask for another examination so you can show that you know the material well.
  - D. Accept the grade and forget the incident.



5. Who is qualified to judge the level of satisfaction with service provided to a citizen by a Police Officer?
- \* A. The citizen.  
B. The supervisor.  
C. The Chief of Police.  
D. The officer involved.
6. If you are assigned to write a special report, you should first:
- \* A. Collect the essential facts.  
B. Determine the necessary conclusions.  
C. Outline the method of procedure.  
D. Determine the topic of the report.
7. I think \_\_\_\_\_ correct in considering a new substance abuse policy.
- \* A. there  
B. they're  
C. their
8. A **PROPOSED** change is one that is:
- \* A. Offered for consideration.  
B. Acceptable to the majority.  
C. Deserving attention.  
D. Commendable.
9. **RETRACT** most nearly means:
- \* A. repeat  
B. affirm  
C. withdraw  
D. question
10. Teamwork is the key to success in any work environment. You should be able to give input and make suggestions, however, the supervisor makes the final decision on most matters and you should be prepared to support and carry out the supervisor's directives with a positive attitude.
- \* A. True  
B. False
11. A Cincinnati police officer patrols a 50-mile stretch, one way, of the interstate system. In one day the officer makes 2.5 round trips on his stretch. How many miles does the officer travel?
- \* A. 2500 miles  
B. 2050 miles  
C. 250 miles  
D. 205 miles  
E. 125 miles

12. An arrested man's bail was set at \$3500. He had to put up 10% of that amount in cash in order to be released. If the man had \$215 in his wallet, how much did he still need?
- A. \$35
  - B. \$125
  - \* C. \$135
  - D. \$145

13. You are a Police Officer who will be instructing the principal and a group of teachers from a local school on the important things to remember when conducting an emergency evacuation. You wish to include the following points. (Please put these statements in the correct order.)
1. All children should proceed to a pre-determined meeting place outside.
  2. Evacuation procedures should be explained to the children prior to the drill.
  3. A check should be made to ensure that all the children are accounted for.
  4. The primary purpose of the evacuation drill is to practice order and control.
  5. Do not allow anyone to re-enter the building until the evacuation drill is complete.

A logical sequence for you to present these ideas would be:

- A. 1,3,5,2,4
- B. 2,1,5,4,3
- C. 5,3,1,4,2
- \* D. 4,2,1,3,5

14. People do their best work when:

- A. the supervisor provides instruction and lets the employee figure out how to handle circumstance.
- B. they are left to work on their own until they make mistakes.
- C. the supervisor corrects them immediately and publicly.
- \* D. they feel good about themselves and have a supervisor who provides guidance

15. Letters to citizens should be:

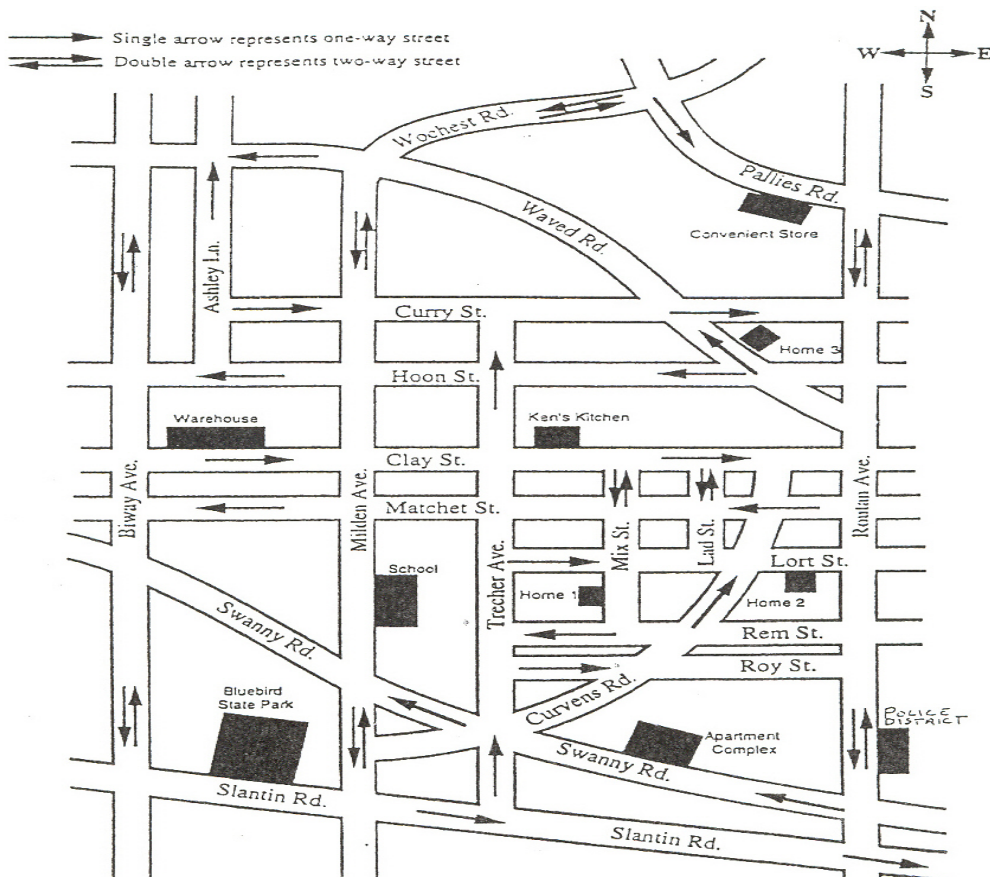
- \* A. simple and concise.
- B. informal and casual.
- C. technical and in detail.
- D. formal and firm.

16. A good listener:

- \* A. feels his anger, but does not allow emotional reactions to control his behavior.
- B. tries to take in everything and attempts to reply to every comment of the angry person, especially exaggerations and errors.
- C. gives little if any response to the talker.
- D. plans his responses while the other person is taking, so that he will be prepared to speak.

**DECIDE WHICH STATEMENT GIVES THE CLEAREST AND MOST DETAILED DESCRIPTION OF THE EVENT.**

17. \*
- A. The man had a cut below his left eye that was bleeding badly.
  - B. The subject's face had been cut below the eye and was bleeding.
  - C. The subject had a wound below the left eye which was bleeding badly and in need of a doctor.
  - D. The man had been cut in the face and was bleeding badly.
18. You are at the Police District when you are dispatched to a burglary alarm at the warehouse on Clay Street. Without breaking any traffic laws, the most direct route from the station to the warehouse is as follows:
- A. travel north on Routan, west on Hoon, south on Biway, and east on Clay to the warehouse.
  - \* B. travel north on Routan, west on Matchet, north Biway, and east on Clay to the warehouse.
  - C. travel south on Routan, northwest on Swanny, north on Trecher, west on Matchet, north on Biway,
  - D. travel south on Routan, northwest on Swanny, northeast on Curvens, west on Matchet, north on Biway, and east on clay to the warehouse.



# **PHYSICAL FITNESS TEST BATTERY**

The Cincinnati Police Department recognizes that an adequate level of physical fitness is essential for law enforcement job performance. Therefore, a physical fitness test battery will be administered to each applicant who passes the written exam.

This physical fitness test helps insure that each applicant can handle both the physical and academic demands of the academy without injury; and with a level of fatigue tolerance necessary to meet all the academy demands and subsequent assignment as a Cincinnati Police Officer.

The physical ability test battery will consist of the following: **(1) a one-minute sit-up module, (2) a one-minute push-up module, and (3) a .5 mile run.**

An applicant must complete 15 sit-ups in one minute, 15 push-ups in one minute and run .5 mile in five minutes or less to pass the physical fitness test component. Any applicant failing to meet the standard (cut point) set for any particular module will be eliminated from the remainder of the testing and/or hiring process.

***\*PLEASE NOTE: Those persons being appointed to the position of Police Recruit must meet additional and more stringent standards to exit the police academy and become a police officer in the state of Ohio. You will learn more about these standards as a Police Recruit.***

## **WHY IS FITNESS IMPORTANT AS A JOB-RELATED ELEMENT FOR LAW ENFORCEMENT OFFICERS?**

Job analyses that account for physical fitness have demonstrated that the fitness areas are underlying factors determining physiological readiness to perform a variety of critical physical tasks. These fitness areas have also been shown to be predictive of job performance. Data also shows that fitness level is predictive of “trainability” and academy performance.

## **PHYSICAL FITNESS TEST BATTERY**

### **1. Sit-ups (Timed: 1 minute)**

Relates to abdominal muscular endurance. This tests the body's ability to support the trunk and back muscles during work tasks that involve defensive tactics, moving equipment, and lifting heavy objects or people.

### **2. Push-ups (Timed: 1 Minute)**

Relates to upper body muscular endurance. This tests the body's ability to exhibit dynamic strength (power movements over a period of time). It correlates to work tasks involving forcing an arrest, defensive tactics, and lifting and carrying.

### **3. .5 Mile Run**

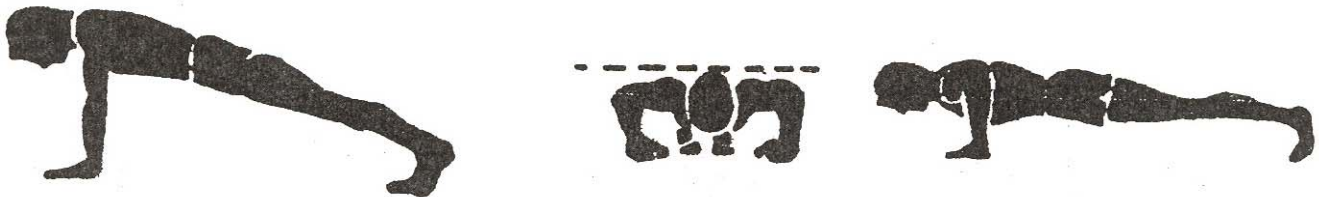
Relates to overall fitness and endurance. This tests the body's ability to exert maximum effort over a period of time. It correlates to work tasks involving foot pursuits and use of force.

# FITNESS ASSESSMENT PROTOCOL

**1. ONE MINUTE SIT-UP TEST:** The sit-up module measures the muscular endurance of the abdominal muscles. You lie on your back with your knees bent at a 90-degree angle and your feet slid under a specially designed box. Your feet may be together or apart; your heels must stay in contact with the ground. Your fingers must stay interlocked behind your head throughout the exercise. On the "GO" signal, lift your upper body by bending at the waist. **You must touch your knees with your elbows** and then return to the starting position with your shoulder blades making contact with the mat. Do not arch your back, lift your buttocks from the ground, or "bounce" off of the mat. You must complete 15 proper sit-ups in one minute.



**2. ONE MINUTE PUSH-UP TEST:** The push-up module measures the muscular endurance of your upper body. You will place your hands on the ground approximately shoulder width apart. Your feet must be touching. Your body should be in a straight line from your shoulders through your ankles and must remain that way throughout the test. On the "GO" signal, you will lower your body by bending your elbows until your upper arms (triceps) are parallel to the ground. Then return to the starting position by straightening your arms. You may rest in the up position, if necessary, as long as your body remains in a straight line. **You may not arch your back.** If you arch your back or remove a hand or foot from the floor for any reason your time will stop and the number of correctly completed push-ups to that point will be counted. You must complete 15 proper push-ups in one minute.



**3. .5 MILE RUN:** This test measures your overall fitness and endurance. You must complete the test without any assistance. On the "GO" signal the clock will start and your time will begin. You must complete the .5 mile run in five minutes or less.

**IT IS HIGHLY RECOMMENDED THAT YOU RECEIVE YOUR PHYSICIAN'S APPROVAL TO BEGIN ANY EXERCISE PROGRAM OR TO INCREASE TO A DIFFERENT LEVEL OF AN ESTABLISHED PROGRAM.**

# **SELECTION/DISQUALIFICATION CRITERIA FOR POLICE RECRUIT**

## **I. PROCEDURE**

- A. All individuals who apply for appointment to the Cincinnati Police Department as a Police Officer must submit to a background investigation. As a prerequisite to such an investigation, the applicant must complete a Personal History Questionnaire as a supplemental application. This questionnaire shall be deemed incomplete until it is updated by the candidate immediately prior to appointment. The information submitted on the questionnaire by candidates must be complete and accurate and will be analyzed during a polygraph examination.
- B. Police investigators will conduct the background investigations. The goal of the investigation is to provide information on candidates that will aid in determining their suitability for the job.
- C. A Selection Review Committee, consisting of Human Resources and Police Department representatives, will evaluate information obtained during the background investigation. Those candidates who are deemed disqualified, based on the job-related criteria adopted by the Civil Service Commission (listed below), will be notified by mail.
- D. If the candidate feels the disqualification is not justified, he or she may appeal to the Civil Service Commission in accordance with the rules of the Commission. At the appeal hearing, candidates will be given the opportunity to discuss the issues of concern with the Commissioners.

## **II. CRITERIA**

**The offenses listed below are criteria for which candidates may be disqualified. Any person who admits to committing or attempting to commit any of the offenses listed may be disqualified as though they had been convicted.**

- A. **Felonies:** Any person who has been convicted in a court of competent jurisdiction of a felony, regardless of degree, shall be disqualified.
- B. **Misdemeanors:** Any person who has been convicted in a court of competent jurisdiction of a misdemeanor within five (5) years of the date of application may be disqualified.
- C. **Drugs (excluding marijuana):** Any person who has been convicted in a court of competent jurisdiction of usage, possession and/or sale of narcotics, dangerous drugs and hallucinogens or any other controlled substance which the Civil Service Commission determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, may be disqualified. Usage of any prohibited or controlled substance during the selection process shall be grounds for disqualification.

- D. **Marijuana:** Any person who has been convicted in a court of competent jurisdiction of the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, shall be disqualified.
- Candidates who use or possess marijuana during the selection process shall be disqualified. Any use of marijuana that predates the filing of application for employment by less than one (1) year shall be grounds for disqualification. Any use of marijuana that predates the filing of application for employment by more than (1) year may be disregarded unless it is chronic usage.
- E. **Sex Offenses and Bodily Harm:** Any person who has been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense causing or threatening bodily harm as defined in Chapter 2903 and Chapter 2919 of the Ohio Revised Code, or an attempt, conspiracy or solicitation, to commit such a criminal act may be disqualified.
- F. **Guns, Concealed Weapons and Dangerous Ordinance:** Any person who has been convicted in a court of competent jurisdiction of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation to the above may be grounds for disqualification.
- G. **Automobile:** Any person who has been convicted in a court of competent jurisdiction within five (5) years of the date of application of any of the following offenses may be disqualified: Revocation or suspension of driving privileges on two (2) or more occasions, vehicular homicide, driving under the influence, leaving the scene of an accident, or reckless driving. Any person currently under suspension or revocation of driving privileges may be disqualified. Any person with six (6) or more points on their current record may be disqualified. Any person who has not possessed a valid drivers license for more than one (1) year shall be disqualified. No person shall be appointed to the Cincinnati Police Department without a valid Ohio Driver's License.

### III. DISQUALIFYING EMPLOYMENT-RELATED CONDUCT

- A. Any person who within five (5) years of the date of application has been terminated or resigned in lieu of termination from previous employment for insubordination, serious job misconduct, unexcused or excessive absenteeism or tardiness or neglect of duty may be disqualified. All persons who within five (5) years of the date of application have been suspended or received written reprimands on two (2) or more occasions for insubordination, serious job misconduct, unexcused or excessive absenteeism or tardiness, or neglect of duty may be disqualified.
- B. Theft of cash, goods, credit or services from an employer may be cause for disqualification.

#### IV. MISCELLANEOUS DISQUALIFYING CONDUCT

- A. Any person who within five (5) years of the date of application has failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified. Any person who within five (5) years of the date of application has failed on two (2) or more occasions to honor an order (i.e.: capiases or subpoena) to appear in court may be disqualified.
- B. Any person who has been discharged from the United States military service under other than honorable conditions for reasons that are job related may be disqualified.
- C. Any person who has made any intentional false alarm or a false report to any police or fire agency may be disqualified.
- D. Any person who was once or is currently a member of any organization that advocates or has advocated crime or the violent overthrow of the United States government will be disqualified.
- E. Any person who admits a pattern of alcohol, drug abuse, or illegal gambling within the past twenty-four (24) months may be disqualified (i.e.: conduct that is predictable, repetitive or continuing activity).
- F. Any person who has made false statements regarding any material matter during the selection process or has intentionally omitted any requested material information on the questionnaire or who has cheated during any portion of the selection process may be disqualified.
- G. Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, shall be disqualified.

Selection/Disqualification Criteria Revised 2006

## **APPLICATION FOR VETERAN'S CREDIT**

### **Do you qualify?**

To receive veteran's credit, you must have successfully completed all portions of the testing process, and:

- 1) have an honorable discharge, or have transferred to the reserve with evidence of satisfactory service, or have been a Red Cross nurse, AND,
- 2) be an Ohio resident as of the test application closing date, AND,
- 3) have served on active duty.



### **How much credit can you get?**

- A qualified veteran receives five (5) points.
- A qualified disabled veteran receives ten (10) points.

### **What steps must you take to apply for veteran's credit?**

To apply for **five (5) points veteran's credit**, you must:

- Submit a copy of your DD 214 (original or clear copy) to the Human Resources Department staff by the closing date for this exam.

To apply for **ten (10) points veteran's credit**, you must:

- Submit a copy of your DD 214 (original or clear copy) to the Human Resources staff by the closing date for this exam.
- Submit a copy of an official statement (original or clear copy) from the Veteran Administration of Service agency verifying the existence of a ten percent (10%) or greater service-connected disability. This statement must be dated within six (6) months of the closing date for this exam.

### **How often must you apply for veteran's credit?**

In order to receive veteran's credit, you must show that you qualify **EACH TIME** you apply to take an open-to-the-public civil service exam with the City of Cincinnati or Cincinnati Board of Education. (**Note:** Veteran's credit does not apply to promotional exams.)

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## **Thank you for your interest in becoming a Cincinnati Police Officer.**

## **We wish you the best of luck throughout the testing process.**

